

(Office Consolidation as of September 10, 2025)

Corporation of the Town of Greater Napanee

By-law No. 2024-0047

**A By-law to Authorize the Implementation of a Conditions of Employment,
Compensation and Benefits Policy for Non-Union Employees**

Originally Passed: August 27, 2024

As Amended By:

By-law Number:

2025-0061

Date Passed:

September 9, 2025

Note: This consolidation is provided for convenience purposes only. Every effort is made to ensure the accuracy of this information, however it is not to be used in place of actual by-laws. Users should consult the original by-laws for purposes of interpretation and application.

**THE CORPORATION OF THE TOWN OF GREATER NAPANEE
BY-LAW NO. 2024-0047**

**A By-Law to Authorize the Implementation of a Conditions of Employment,
Compensation and Benefits Policy for Non-Union Employees**

WHEREAS Section 9 of the *Municipal Act, 2001*, as amended, provides the municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 11 of the *Municipal Act, 2001*, as amended, authorizes the municipality to pass by-laws respecting the financial management of the municipality;

AND WHEREAS the Council of the Corporation of the Town of Greater Napanee deems it expedient to amend the conditions of employment, compensation and benefits for non-union employees;

NOW THEREFORE the Council of the Corporation of the Town of Greater Napanee hereby enacts as follows:

1. That the Conditions of Employment, Compensation and Benefits Policy for Non-union Employees (the "Employee Compensation Policy") shall be as described in Schedule "A" to this by-law.
2. That the Salary Grid for Non-Union Employees shall be as described in Schedule "B" to this by-law.
3. That the Chief Administrative Officer of the Corporation of the Town of Greater Napanee is hereby authorized to implement the Conditions of Employment, Compensation and Benefits Policy contained in Schedule "A".
4. That this by-law shall come into force and take effect on the day of passage.
5. That the Town of Greater Napanee By-law No. 2020-0041 is hereby repealed.

Read a first and second time and finally passed this 27th day of August 2024.

Terry Richardson, Mayor

Jessica Walters, Clerk

Schedule "A" to By-law 2024-0047 Employee Compensation Policy

1. BACKGROUND

The purpose of this policy statement is to establish mutually agreeable working relations between the Town of Greater Napanee and its non-union employees. This policy is in addition to and subject to all other applicable provincial or federal legislation.

2. TERMS OF EMPLOYMENT

2.1 Contractors - These are Contractors hired by the Town and paid through accounts payable. The person would not be included in the payroll records and the Town does not pay Workers Compensation, E.I., E.H.T. or C.P.P. on behalf of the person. The person would be hired to do a specific job, for a set period of time, at a set cost to the Town and the person shall carry his/her own liability insurance.

2.2 Contract Employees - These people are hired by the Town and included in the payroll records. The person would be entitled to coverage under Workers Compensation, E.I., E.H.T. and C.P.P. benefits. These persons would be hired for a set rate, for a set contract period, and at the end of the contract period the person is terminated. The person is only entitled to benefits as specifically described within their employment contract. For seasonal contract employees, hours of work can be subject to change depending on weather or other factors that may impact the need for the completion of the job scheduled. When the employee is not required for work, they will not receive any compensation for the scheduled hours of work. Should the employee have any reason to question their requirement to report to work, the supervisor or contact person should be contacted for clarification.

Contract employees who have worked a minimum of 1820 hours in the previous 12 months, are entitled to receive the same Statutory Holidays, Bereavement and Sick Days as a full-time employee. If working less than 1820 hours in any given year, ESA entitlement would apply.

2.3 Part-time Employee - This is a person who is hired to work up to twenty-eight (28) hours per week on a regular basis. The person is paid an hourly rate, and the hours of work are normally predetermined at the time of employment but are subject to change as required by the Supervisor. After one (1) year of continuous employment the person is entitled to the "Basic Employee Benefit Plan" as defined in this policy. Lunch hours and coffee breaks are to be determined at the time of employment but will normally be in keeping with other members of the department in which the person is employed.

2.4 Full-time Employee/Salary - This is a person hired to work thirty-five (35) hours per week on a regular basis and entitled to compensation based on an annual fixed salary. Bi-weekly amounts shall be calculated by taking an annual fixed salary and dividing it by twenty-six (26). The person is entitled to the "Full-Time Employee Benefit Plan" as defined in this policy.

Core hours for most positions shall be Monday to Friday 8:30 am to 4:30 pm unless

otherwise set out in a written agreement between the employer and employee, or as established within the job description where core functions of the position require an alternative schedule. Employees will be entitled to a one-hour (1) unpaid lunch and two (2) paid fifteen (15) minute breaks.

2.5 Full-Time Employee/Hourly - This is a person who is hired to work forty (40) hours per week on a regular basis and receives compensation based on a fixed hourly rate for the hours worked. The person is entitled to the "Full-Time Employee Benefit Plan" as defined in this policy.

Employees will be entitled to one half-hour (.5) unpaid lunch and two (2) paid fifteen-minute (15) breaks which will be administered by the Supervisor.

2.6 Volunteer Firefighters/Paid On Call - Town employees who are also volunteer firefighters for the Town are permitted to respond to fire calls during their regularly scheduled work day as approved by the Supervisor. If such employees respond to a fire call while on shift for their regular duties, then they will receive their normal municipal rate of pay and are not entitled to receive mileage allowance from the Fire Services Department.

3. OVERTIME

Overtime for all employees must be approved in writing in advance by their supervisor and must be taken in lieu or paid out during the calendar year unless, due to special circumstances, approval has been received from the employee's supervisor to carry some time over into the next calendar year.

3.1 Salaried or Hourly Paid Employees:

Excluding General Managers, Directors and Managers, overtime is considered any time worked outside the normal scheduled workday or work week. Overtime shall be banked at a rate of one and one-half times (1.5x) the regular rate of pay for each hour worked. Time of less than one-half of an hour will not be counted. Employees shall be given the opportunity to receive time off in lieu of paid overtime. Time in lieu shall be accumulated at a rate of one (1) hour overtime equals one hour and one half (1.5) off. No person shall normally accumulate more than five (5) days off in lieu of overtime; however, this may vary upon approval of the Supervisor due to special circumstances.

An employee called back to work after the regular workday or shift has ended will be entitled to a minimum of three (3) hours at overtime rates. An employee shall not be entitled to more than one (1) call-out unless such a second call out occurs more than two (2) hours after the time of the first call out. All attempts will be made by Supervisors to divide overtime equitably among staff which are qualified to complete the duties required.

3.2 General Managers, Directors and Managers:

General Managers, Directors and Managers shall receive 70 hours pay after November 1st of each year in lieu 1:1 of overtime.

3.3 Banked Time Allotment for Public Works and Recreation:

The first forty (40) hours of overtime shall be accumulated and recorded at a rate of one (1) hour worked equals one-and one-half (1.5) hours banked and taken as time off in lieu.

Overtime worked after forty (40) hours shall be accumulated and recorded at a rate of one (1) hour worked equals one-and one-half (1.5) hours of time paid or taken off in lieu.

Maximum of total overtime in the bank shall be eighty (80) hours. All overtime shall be taken as time off in lieu, prior to December 31st in the year it was banked unless special approval is obtained from Human Resources to carry it forward to the next year.

3.4 Students and Seasonal Employees

Students and seasonal employees will only accrue overtime if they exceed eighty-eight (88) hours of work in a two (2) week pay period. Overtime worked after eighty-eight (88) hours shall be accumulated and recorded at a rate of one (1) hour worked equals one-and one-half (1.5) hours of time paid or taken off in lieu.

4. PAYDAYS

All pays shall be made available on every second Thursday. Direct deposit of pay cheques is mandatory.

5. EDUCATIONAL ALLOWANCES

The Town shall reimburse the employee for the cost of all courses of study, as approved by the Supervisor, after satisfactory completion is achieved. At the sole discretion of the Supervisor, or as may be defined by a training policy adopted by the Town, funds may be made available up-front for employees to attend such courses of study. If satisfactory completion is not achieved, as determined by the Supervisor, the employee shall reimburse the Town for the amount paid for the course of study. This reimbursement may be made through payroll deduction upon execution of a promissory note.

6. PROFESSIONAL AFFILIATIONS

All membership dues to professional affiliations, which are required by the employee as part of a job description or employment contract shall be paid for by the Town on behalf of the employee.

7. MILEAGE ALLOWANCES

The Town has a Vehicle Use Policy to govern staff usage. If a personal vehicle is preapproved, then mileage will be the CRA rate for any given year.

8. TRAVEL ALLOWANCES

When away from home on required Town business, the Town shall pay any employee:

- a) A meal allowance to a maximum rate of \$85.00/day, broken down by meals for every partial day away: Breakfast - \$20.00; Lunch - \$20.00; and Dinner - \$45.00. Itemized receipts are required for reimbursement of all meal expenses. Alcohol for Employees is not covered.
- b) The cost of the room and registration upon presentation of receipts; and
- c) Standard parking expenses, upon presentation of receipts.

Under no circumstances will the Town cover any tickets or costs incurred by an employee that were incurred because of an offence under any local, Provincial, or Federal by-law or statute. Without limiting the generality of this section, examples would include parking tickets,

towing charges, speeding tickets and vehicle impound charges.

9. GRID ADJUSTMENTS

Every new Full-time Employee, in the Offer of Employment, shall be placed on one (1) of the five (5) steps within the salary range pre-determined for that position within our Employment Equity Program. Initial placement shall be determined based on qualifications and experience. All steps and salary range positions within the Employment Equity Program are adjusted annually in accordance with Section 21 of this By-law.

Existing full-time employees who are not currently at their maximum step within their salary range have the ability to move up in the steps system through the performance review process if the annual budget supports this measure.

10. SPECIAL CLOTHING ALLOWANCE

The Town will provide all safety equipment and special clothing as required and approved by the Supervisor. Rain gear, safety hats, safety glasses, hearing protection, and other special clothing shall be provided when it can be justified that it is in keeping with the Health and Safety Policies of the Town and regulated by legislation which governs health and safety issues.

Where the Council deems a specific uniform is required for a job, the Town will provide that uniform at its expense unless otherwise noted in the employee's terms of employment.

If required for the performance of their duties and with management approval, the cost of safety boots or special clothing required for the job that does not land in the scope of 'safety wear' will be reimbursed to an employee by the Town up to a maximum of \$350.00 per year when properly receipted. For contract or part-time staff, the yearly maximum will be prorated accordingly.

11. VACATION

All employees are entitled to vacation pay as outlined in their Offer of Employment unless they otherwise qualify for a greater vacation allowance under the Full Time Employee Benefit Plan.

Non-Management

All full-time non-management employees shall be entitled to the following vacation entitlement, based on consecutive years of service. Vacations shall be recorded and credited to each employee in January of each year.

New full-time employees may take vacations once they have completed their Probationary Period of Employment unless otherwise specified in their Employment Contract.

Years of Service	Days of Vacation
During the first calendar year of full-time employment	One (1) day for each anticipated full month of employment to a maximum of ten (10) days

1 – 5 Years of Service	Fifteen (15) days per year
5 – 10 Years of Service	Twenty (20) days per year
10 – 15 Years of Service	Twenty-five (25) days per year
15 Years + of Service	Thirty (30) days per year

In addition, in the 20th, 25th, 30th, 35th and 40th year only, an employee will receive one (1) additional week of vacation for that year.

Vacation periods shall consist of the regular periods the employee would have worked if on duty. Holidays falling during the period of vacation shall not be considered vacation time. Vacations must be applied for in advance and will be approved by the Supervisor.

Management Staff

Management Staff shall be entitled to the following vacation entitlement, based on years of service. Vacations shall be recorded and credited to each employee in January of each year.

Years of Service	Days of Vacation
During the first calendar year of full-time employment	One and one-quarter (1 1/4) day for each anticipated full month of employment to a maximum of fifteen (15) days.
1 – 5 Years of Service	Twenty (20) days per year
5 – 10 Years of Service	Twenty-five (25) days per year
10 – 15 Years of Service	Thirty (30) days per year
15 Years + of Service	Thirty-five (35) days per year

In addition, in the 20th, 25th, 30th, 35th and 40th year only, an employee will receive one

(1) additional week of vacation for that year.

Vacation periods shall consist of the regular periods the employee would have worked if on duty. Holidays falling during the period of vacation shall not be considered vacation time. Vacations must be applied for in advance and will be approved by the Supervisor or CAO.

Employees promoted to full-time will be granted service credit towards their initial vacation entitlement based on the number of hours worked during part-time or contract employment, provided there was no break in service (generally considered 2+ months) between the end of their part-time or contract employment and the start of full-time employment.

This service only counts towards OMERS uncredited service and the initial calculation of starting vacation time, severance and notice. This period will not count toward retirement or any other service calculation.

All rules and guidelines around vacation allotments are outlined in the Vacation Policy.

12. HOLIDAYS

All employees are entitled to the minimum statutory holidays as per the Employment Standards Act unless they qualify for a greater holiday allowance. Holiday allotments are outlined in the Paid Holiday Policy.

13. BASIC EMPLOYEE BENEFIT PLAN

The Basic Employee Benefit Plan applies to permanent part-time, part-time and casual employees under the Terms of Employment section of this policy statement. These employees receive basic benefits from The Town. Any benefits that list all employees or specifically details permanent part-time, part-time and casual employees would apply.

14. FULL-TIME EMPLOYEE BENEFIT PLAN

The Full-Time Employee Benefit Plan applies to permanent full-time non-union employees under the Terms of Employment section of this policy statement. Where appropriate, the employer shall only be liable to cover the cost of all insurance premiums necessary to provide coverage of the benefits listed. The benefits listed below are applicable in the Full-time Employee Benefit Plan.

Any disputes regarding entitlement to insured benefits are solely between the employee and the insurer.

15. ILLNESS OR INJURY LEAVE

Employees who are absent from work and unable to complete their duties due to an illness they have are entitled to full payment of wages for up to seven (7) consecutive days. After being absent for three (3) consecutive workdays due to illness, a doctor's note shall be required by the Town.

15.1 Short Term Disability

Between eight (8) days and fifteen (15) weeks, the employee must apply for short term disability benefits from the benefit insurance carrier. The Town will provide a top up to the employee's full salary that is not provided by the insurance carrier. At the discretion of the

CAO, the 2/3 portion of the employee's salary to be paid by the insurance carrier under short term disability benefits may be advanced from the Town upon request of the employee and consideration of the circumstances. If the 2/3 portion is so advanced to the employee, all cheques for short-term disability benefits from the insurance carrier shall be signed back to the Town.

15.2 Long Term Disability

After fifteen weeks the employee must apply for long-term disability benefits from the benefit insurance carrier. A cheque for these benefits will be sent directly to the employee from the insurance carrier.

15.3 WSIB

If an employee is injured at work, they could qualify for Workplace Safety Insurance Board Coverage (WSIB). When loss time occurs WSIB benefit is effective the day after the injury or illness and maintains until the employee returns to work. A cheque for these benefits will be sent directly to the employee from the insurance carrier. 85% of average pre-injury earnings in accordance with WSIB's Operational Policy. The Town does not provide top for WSIB claims.

16. RETIREMENT PACKAGE:

Upon retirement, a full-time employee shall receive for:

- | | |
|--|-------------------------------------|
| 1 year but less than 10 years of service | = 2 days of pay per year of service |
| 10 years of service or more | = 3 days of pay per year of service |

All retirement packages are capped at a maximum of \$10,000.

17. LIFE INSURANCE:

Employees will be covered by a Basic Life Insurance Plan, including Accidental Death and Dismemberment coverage as per the Town of Greater Napanee Group Benefits Plan. The minimum life benefit is \$150,000.

18. EXTENDED HEALTH, MEDICAL & HOSPITAL INSURANCE:

- a) The Town will cover the full cost for premiums for all employees for Extended Health Care and Dental Care as per the Town of Greater Napanee Group Benefits Plan. Each employee will be provided with a Drug Card. The Town Benefit Provider has a generic first requirement unless specifically stated by physician and does require pre-approval for specialty drugs.
- b) The Town will pay premiums necessary to provide a formalized third-party Employee Assistance Plan.
- c) A \$250.00 Health Care Spending Account
- d) Employees shall continue to be covered for Extended Health Care and Dental Care as per the Town of Greater Napanee Group Benefits Plan from the date of retirement to the age of 65 with the employee paying 50% of this cost and the Town paying the other 50%.
- e) Out of Country extended health coverage maximum \$3,000,000 per lifetime.
- f) Vision - \$550 per 24 months for ages 18 and over, \$550 for 12 months for under age

- 18. Includes laser eye surgery.
- g) Dental orthodontics is 50% coverage during lifetime to a maximum of \$3000.
- h) AD&D \$150,000 in coverage.
- i) LTD - 66.67% of monthly earnings to a maximum of \$5,000.

19. ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SAVINGS (OMERS):

All continuous full-time employees shall be required, as a condition of employment, to become a member of the Ontario Municipal Employees Retirement Savings System. The cost of the savings plan shall be borne equally between the employee and the employer.

20. COMPENSATION

Every four (4) years the CAO shall complete an external market comparison which measures and adjusts salary grids accordingly to match average market conditions of ten (10) comparator municipalities in keeping with the methodology used for the 2022 market study. The CAO shall report such results to Council with the goal of ensuring the Town remains a competitive employer within its local context, and Council shall have the ultimate authority to make changes to the overall salary grid.

21. AMOUNT OF ANNUAL INCREASE

Staff will receive an annual increase to the pay grid.

2024 – 3%

2025 – 3%

2026 – 3%

2027 – 3%

Greater Napanee 2024 Salary Grids (P60)							
			2024 PROPOSED SALARY GRID - ANNUAL JOB RATES				
			Step 1 4%	Step 2 4%	Step 3 4%	Step 4 4%	Step 5 (Job Rate)
Grade	Job Title	Hours Annual					
15	CAO	1820	\$157,532	\$163,833	\$170,386	\$177,202	\$184,290
14	Deputy CAO	1820	\$137,689	\$143,197	\$148,924	\$154,882	\$161,077
13	GM Financial Services/Treasurer	1820	\$125,261	\$130,272	\$135,484	\$140,902	\$146,539
13	GM Community & Corporate Services	1820					
13	Fire Chief	1820					
13	GM Infrastructure Services	1820					
13	GM Growth & Expansion	1820					
12	Deputy Fire Chief	1820	\$109,993	\$114,393	\$118,968	\$123,727	\$128,676
12	Director of Utilities (Environmental Services)	1820					
12	Director of Capital Works	1820					
12	Manager of Legislative Services/Clerk	1820					
11	Deputy Director Environmental Services	1820	\$99,849	\$103,843	\$107,997	\$112,317	\$116,810
10	Deputy Treasurer	1820	\$89,706	\$93,294	\$97,026	\$100,908	\$104,944
10	IT Manager	1820					
10	Community Economic Development Manager	1820					
10	Manager of Environmental Compliance	1820					
10	Manager of Facilities	1820					
10	Manager of Operations	1820					
10	Manager of Human Resources	1820					
10	Public Works Manager	1820					
9			\$79,088	\$82,252	\$85,542	\$88,964	\$92,522
8	Senior Bylaw Enforcement Officer	1820	\$68,455	\$71,194	\$74,041	\$77,003	\$80,083
8	Human Resources, Safety & Wellness Advisor	1820					
8	Building Inspector	1820					
8		2080	\$78,235	\$81,364	\$84,619	\$88,004	\$91,524
7	Administrative Coordinator/ CEMC	1820	\$64,228	\$66,798	\$69,470	\$72,248	\$75,138
6	Tax Coordinator	1820	\$59,985	\$62,384	\$64,879	\$67,474	\$70,173
6	Exec. Assistant to CAO	1820					
6	Legal Services Coordinator	1820					
6	Human Resources Coordinator	1820					
6	Planning Coordinator	1820					
6	Community Engagement Clerk	1820					
6	Bylaw Enforcement Officer	1820					
6	Public Works Coordinator	1820					
6	Facilities Lead Hand	2080	\$68,554	\$71,296	\$74,147	\$77,113	\$80,198
6	Public Works Lead Hand	2080					
6	Mechanic	2080					
5	Community Programming Administrator	1820	\$53,004	\$55,124	\$57,330	\$59,623	\$62,008
5	Payroll/Finance Administrator	1820					
5	Accounts Administrator	1820					
5	IT Administrator	1820					
5	Cemeteries Administrator	1820					
5	Data Management Administrator	1820					
5	Booking Administrator	1820					
5	Facilities Office Administrator	1820					
5	Roads Technical Support	2080	\$60,577	\$63,000	\$65,520	\$68,140	\$70,866
5	Facility Attendant/B Class Operator	2080					
4	Cashier	1820	\$47,991	\$49,911	\$51,907	\$53,984	\$56,143
4	Administrative Assistant-Fire	1820					
4	Administrative Assistant, Planning	1820					
4	Cemetery Labourer	2080	\$54,855	\$57,048	\$59,331	\$61,703	\$64,172
4	Faciliites Maint/Cleaner	2080					
4	Labourer/Operator	2080					
4	Operator/Night Patrol	2080					
4	Facility Attendant	2080					
Part Time/Seasonal/Temporary Positions			Step 1	Step 2	Step 3	Step 4	Step 5 (Job Rate)
4	Skate Instructor		\$31.51	\$32.76	\$34.08	\$35.44	\$36.86
3	Summer Employees						
3	Referees/Timekeepers		\$21.15	\$21.99	\$22.87	\$23.79	\$24.74
2	Landfill Lead Hand						
2	Facility Labourer (PT)						
2	Head Crossing Guard						
2	Customer Service		\$18.94	\$19.69	\$20.47	\$21.30	\$22.15
1	Crossing Guard						
1	Landfill Attendant						
1	Parks Labourer (PT)		\$16.71	\$17.39	\$18.08	\$18.81	\$19.56
	Bartender		\$17.05				

Greater Napanee 2025 Salary Grids (P60)							
			2025 PROPOSED SALARY GRID - ANNUAL JOB RATES				
			Step 1 4%	Step 2 4%	Step 3 4%	Step 4 4%	Step 5 (Job Rate)
Grade	Job Title	Hours Annual					
15	CAO	1820	\$162,258	\$168,748	\$175,497	\$182,518	\$189,819
14			\$141,820	\$147,493	\$153,392	\$159,528	\$165,909
13	GM Financial & IT Services/Treasurer	1820	\$129,019	\$134,181	\$139,548	\$145,129	\$150,935
13	Fire Chief	1820					
13	GM Growth & Infrastructure Services	1820					
12	Deputy Fire Chief	1820	\$113,292	\$117,824	\$122,537	\$127,439	\$132,536
12	Director of Utilities (Environmental Services)	1820					
12	Director of Parks, Recreation & Culture	1820					
12	Director of Development Services	1820					
12	Director of Capital Works	1820					
12	Director of Legislative Services/Clerk	1820					
11	Deputy Director Environmental Service	1820	\$102,845	\$106,958	\$111,237	\$115,686	\$120,314
10	Deputy Treasurer	1820	\$92,397	\$96,093	\$99,937	\$103,935	\$108,092
10	IT Manager	1820					
10	Manager of Corporate Capital Assets	1820					
10	Manager of Human Resources	1820					
10	Public Works Manager	1820					
9			\$81,461	\$84,719	\$88,108	\$91,633	\$95,298
8	Senior Bylaw Enforcement Officer	1820	\$70,509	\$73,329	\$76,263	\$79,313	\$82,486
8	Building Inspector	1820					
8		2080	\$80,582	\$83,805	\$87,158	\$90,644	\$94,270
7	Compliance Coordinator/ CEMC	1820	\$66,155	\$68,802	\$71,554	\$74,415	\$77,392
7	Legal Services Coordinator / Deputy Clerk	1820					
6	Tax Coordinator	1820	\$61,784	\$64,255	\$66,825	\$69,498	\$72,278
6	Legal Services Coordinator	1820					
6	HR Coordinator - Payroll & Benefits	1820					
6	Grants & Procurement Coordinator	1820					
6	Planning Coordinator	1820					
6	Community Engagement & Communications Coordinator	1820					
6	Bylaw Enforcement Officer	1820					
6	Public Works Coordinator	1820					
6	Facilities Lead Hand	2080	\$70,610	\$73,435	\$76,372	\$79,426	\$82,604
6	Public Works Lead Hand	2080					
6	Roads Technical Lead	2080					
6	Mechanic	2080					
5	Community Events Administrator	1820	\$54,594	\$56,778	\$59,049	\$61,412	\$63,868
5	Accounts Administrator	1820					
5	IT Administrator	1820					
5	Cemeteries Administrator	1820					
5	Data Management Administrator	1820					
5	Community Recreation Administrator	1820					
5	Facility Operations Administrator	1820					
5	Facility Attendant/B Class Operator	2080	\$62,394	\$64,890	\$67,486	\$70,185	\$72,992
4	Customer Service Representative	1820	\$49,431	\$51,408	\$53,464	\$55,603	\$57,827
4	Administrative Assistant, Planning	1820					
4	Cemetery Labourer	2080	\$56,500	\$58,760	\$61,111	\$63,555	\$66,097
4	Facilities Maint/Cleaner	2080					
4	Labourer/Operator	2080					
4	Operator/Night Patrol	2080					
4	Facility Attendant	2080					
Part Time/Seasonal/Temporary Positions			Step 1	Step 2	Step 3	Step 4	Step 5 (Job Rate)
4	Skate Instructor		\$32.46	\$33.75	\$35.10	\$36.50	\$37.97
3	Referees/Timekeepers		\$21.78	\$22.65	\$23.56	\$24.50	\$25.48
2	Landfill Lead Hand						
2	Facility Labourer (PT)						
2	Head Crossing Guard		\$19.50	\$20.29	\$21.09	\$21.93	\$22.81
1	Crossing Guard						
1	Landfill Attendant						
1	Summer Student		\$17.22	\$17.91	\$18.63	\$19.37	\$20.14
	Bartender		\$17.56				

Schedule "B" to By-law 2024-0047

Greater Napanee 2026 Salary Grids (P60)							
			2026 PROPOSED SALARY GRID - ANNUAL JOB RATES				
			Step 1 4%	Step 2 4%	Step 3 4%	Step 4 4%	Step 5 (Job Rate)
Grade	Job Title	Hours Annual					
15	CAO	1820	\$167,125	\$173,810	\$180,762	\$187,994	\$195,513
14			\$146,074	\$151,918	\$157,994	\$164,314	\$170,886
13	GM Financial & IT Services/Treasurer	1820	\$132,890	\$138,206	\$143,735	\$149,483	\$155,463
13	Fire Chief	1820					
13	GM Growth & Infrastructure Services	1820					
12	Deputy Fire Chief	1820	\$116,691	\$121,359	\$126,213	\$131,262	\$136,512
12	Director of Utilities (Environmental Services)	1820					
12	Director of Parks, Recreation & Culture	1820					
12	Director of Development Services	1820					
12	Director of Capital Works	1820					
12	Director of Legislative Services/Clerk	1820					
11	Deputy Director Environmental Service	1820	\$105,930	\$110,167	\$114,574	\$119,157	\$123,923
10	Deputy Treasurer	1820	\$95,169	\$98,976	\$102,935	\$107,053	\$111,335
10	IT Manager	1820					
10	Manager of Corporate Capital Assets	1820					
10	Manager of Human Resources	1820					
10	Public Works Manager	1820					
9			\$83,905	\$87,261	\$90,752	\$94,382	\$98,157
8	Senior Bylaw Enforcement Officer	1820	\$72,624	\$75,529	\$78,550	\$81,692	\$84,961
8	Building Inspector	1820					
8		2080	\$83,000	\$86,319	\$89,773	\$93,364	\$97,098
7	Compliance Coordinator/ CEMC	1820	\$68,139	\$70,866	\$73,700	\$76,648	\$79,714
7	Legal Services Coordinator / Deputy Clerk	1820					
6	Tax Coordinator	1820	\$63,638	\$66,183	\$68,830	\$71,583	\$74,447
6	HR Coordinator - Payroll & Benefits	1820					
6	Grants & Procurement Coordinator	1820					
6	Planning Coordinator	1820					
6	Community Engagement & Communications Coordinator	1820					
6	Bylaw Enforcement Officer	1820					
6	Public Works Coordinator	1820					
6	Facilities Lead Hand	2080	\$72,729	\$75,638	\$78,663	\$81,809	\$85,082
6	Public Works Lead Hand	2080					
6	Roads Technical Lead	2080					
6	Mechanic	2080					
5	Community Events Administrator	1820	\$56,232	\$58,481	\$60,821	\$63,254	\$65,784
5	Accounts Administrator	1820					
5	IT Administrator	1820					
5	Cemeteries Administrator	1820					
5	Data Management Administrator	1820					
5	Community Recreation Administrator	1820					
5	Facility Operations Administrator	1820					
5	Facility Attendant/B Class Operator	2080	\$64,266	\$66,837	\$69,510	\$72,290	\$75,182
4	Customer Service Representative	1820	\$50,914	\$52,951	\$55,068	\$57,271	\$59,562
4	Administrative Assistant, Planning	1820					
4	Cemetery Labourer	2080	\$58,195	\$60,523	\$62,944	\$65,461	\$68,080
4	Facilities Maint/Cleaner	2080					
4	Labourer/Operator	2080					
4	Operator/Night Patrol	2080					
4	Facility Attendant	2080					
Part Time/Seasonal/Temporary Positions			Step 1	Step 2	Step 3	Step 4	Step 5 (Job Rate)
4	Skate Instructor		\$33.43	\$34.76	\$36.16	\$37.60	\$39.11
3	Referees/Timekeepers		\$22.44	\$23.33	\$24.27	\$25.24	\$26.25
2	Landfill Lead Hand						
2	Facility Labourer (PT)		\$20.09	\$20.89	\$21.72	\$22.59	\$23.50
2	Head Crossing Guard						
1	Crossing Guard						
1	Landfill Attendant		\$17.73	\$18.45	\$19.18	\$19.96	\$20.75
1	Summer Student						
	Bartender		\$18.08				